

ALUMNI

FOR GRADUATES OF 2013-2018:

PARCHMENT EXCHANGE:

Graduates of 2013-2018 can use Parchment online. You will create your own account on www.parchment.com. This will allow you to collect and manage your credentials in a central online profile. Parchment supports sending your transcript to ANY destination worldwide – electronically or via traditional mail delivery. For more information see the tutorials here: www.parchment.com/studentkit.

IN OFFICE OR MAIL REQUESTS:

You may also come in to the office (see Mrs. Bell in the 10th and 11th Grade Office) to submit a request. If you are unable to come in, please print and complete the Transcript Request Form for Alumni and mail it in with a copy of your photo ID. You will need to pay the fee (\$2.00 each hard copy) online at www.estimate.browardschools.com prior to your request being processed.

If someone other than yourself is dropping off or picking up your order, please provide written permission and a copy of your identification.

Mail To:

Nova High School
Attn: Erica Bell
3600 College Ave.
Davie, FL 33314

FOR GRADUATES OF 2012 & BEFORE:

Contact the Records Retention Office at 754-321-3150 or click here <http://www.browardschools.com/departments/records-retention> to access their website for more information on how to obtain a copy of your educational records.